

ATTACHMENT A - BID RESPONSE SHEET

RFR FAC66

Amended 01/25/2010. All amendments are shown in red.

All Bidders **must** complete and return this Attachment with their response in order to be considered responsive. Completing every section of this document fully is mandatory unless instructions for specific questions state otherwise.

Section 1. Contact Information

| Company Information | Use this column for the answer |
|----------------------------------|--------------------------------|
| Company name | |
| Street address, city, state, zip | |
| Main phone number | |
| Toll-free phone number | |
| Fax number | |
| Website | |

| Contract Manager | Use this column for the answer |
|------------------|--------------------------------|
| Name, Title | |
| Phone number | |
| Fax | |
| Email | |

| Contact for Placing Orders | Use this column for the answer |
|----------------------------------|--------------------------------|
| Name, Title | |
| Phone number (working hours) | |
| Phone number (non-working hours) | |
| Fax | |
| Email | |

| Quality Assurance Officer | Use this column for the answer |
|---------------------------|--------------------------------|
| Name, Title | |
| Phone number | |
| Fax | |
| Email | |

Section 2. Bid Information

| Category # | Category Name | Indicate categories bid with "X" |
|------------|--|----------------------------------|
| 1 | Seeds for Golf Courses and Athletic Fields | |
| 2 | Nursery Products, Grass Seed and Sod Products | |
| 3 | Mulch Products | |
| 4 | Compost Products | |
| 5 | Soil Aggregate Products | |
| 6 | Fertilizers | |
| 7 | Pesticides | |
| 8 | EPP Landscaping and Outdoor Application Products | |

Section 3. Checklist of Required Documentation

Omission of required information or documentation may be grounds for Bidder disqualification. To ensure accurate review of your submission, please follow the file naming conventions and use the provided wording for the “Response Description” field.

| Required Document | Instructions | Mark with “X” if done |
|---|--|-----------------------|
| All Bidders: Attachment A – Bid Response Sheet (this document) | Complete electronically and submit with response. File name: FAC66_Attachment_A_[your company name] Response description: Attachment A | |
| All Bidders: Copy of the AMP Partner(s) SOMWBA certification letter(s) as supporting documentation for the Affirmative Market Program (AMP) Plan Form | Attach to response. File name: AMP_Letter_[your company name]_[AMP partner company name] Response description: AMP Letter – [AMP partner company name] | |
| All Bidders: [Only if the AMP partnership is subcontracting] Copy of the agreement with AMP Partner(s) as supporting documentation for the Affirmative Market Program (AMP) Plan Form | Attach to response. File name: AMP_Agreement_[your company name]_[AMP partner company name] Response description: AMP Agreement – [AMP partner company name] | |
| All Bidders: Price sheets | Complete electronically and submit with response. File name: FAC66_Price_Sheets_[your company name] Response description: Price Sheets | |
| Any additional documents | Attach to response. File name: for_review_[document title]_[your company name] Response description: For Review - [document title] | |

Section 4. Company Information

| | Use this column for the answer or attach additional documentation |
|---|---|
| Number of years in business prior to the due date of this solicitation | |
| Business hours/days | |
| Locations of manufacturing and storage facilities owned by the company (include facility types, complete addresses and phone numbers) | |
| Locations of over-the-counter stores in Massachusetts, if any (include complete addresses and | |

| | |
|--|--|
| phone numbers) | |
| Company locations other than those listed above (include facility types, complete addresses and phone numbers) | |

Section 5. Company Policies

1. State your company's returned goods policy in the box below.

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2. State your company's warranty policy in the box below. Include information on the standard warranty periods and policies of the manufacturers whose products your company intends to supply under the contract.

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| |
|--|

3. Describe your company's liability (general and auto), property, personal injury and worker's compensation insurance, including the limits, in the box below.

| | Use this column for the answers |
|-----------------------|---------------------------------|
| General liability | |
| Auto | |
| Property | |
| Personal injury | |
| Worker's compensation | |

Section 6. Ordering and Delivery Information

1. Ordering

| | Use this column for the answer |
|--|--------------------------------|
| Provide instructions for placing orders | |
| Provide information on an online ordering system (if such a system is available) | |

2. Guaranteed delivery time frame (if less than 5 days)

| | Indicate with an "X" |
|--------|----------------------|
| 4 days | |
| 3 days | |
| 2 days | |
| 1 day | |

3. Emergency Delivery

| | Use this column for the answer |
|--|--------------------------------|
| What time frame is considered "emergency delivery?" | |
| What are the charges or other terms (if any) associated with | |

| | |
|------------------------------|--|
| such “emergency deliveries?” | |
|------------------------------|--|

4. Container Reuse Program

| | |
|---|--------------------------------|
| | Use this column for the answer |
| Please describe a container reuse program (if any). Include information on the types of containers reused and the quality assurance measures associated with the program. | |

Section 7. Training

In the box below, provide a detailed explanation of all training and educational programs your company intends to offer under the contract and the costs (if any) associated with each program.

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Section 8. Value-Added Services and Products

In the box below, please provide information on the value-added products and services provided by your company. Please limit the information to 3 pages.

| |
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|--|

Certification

I, _____, agree to all terms, conditions and requirements stated in this RFR. I realize failure to comply with any requirement of this RFR after contract award may result in termination of an awarded contract.

Signed electronically

Authorized officer name:
Title:
Date:

ATTACHMENT B - BUSINESS REFERENCE FORM

RFR FAC66

All Bidders **must** submit a Business Reference Form listing three business references for which they have supplied similar products on a similar contract within the past twenty four months and which exceeded \$5,000 annually. No more than one reference per category may be from a Commonwealth of MA department.

Bidder Company Name: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

References will be contacted to confirm the bidder's abilities and qualifications as stated in the bidder's response. The department may deem the bidder's response unresponsive if a reference is not obtainable from a listed reference after reasonable attempts.

AFFIRMATIVE MARKET PROGRAM (AMP) PLAN FORM



Affirmative Market Program

Commonwealth of Massachusetts

Pursuant to *Executive Order 390*, any contract with a potential financial benefit of \$50,000 or more requires a bidder to complete sections of this form that apply and include the required attachments for consideration in the scoring of their submission for any contracting opportunity with the Commonwealth of Massachusetts.

Bidders must submit one form for each M/WBE AMP Relationship.

| | |
|--|-------------------------------------|
| Bidder Name: | |
| RFR Name/Title: | RFR Number: |
| Contact Name: | |
| Phone: () - | Fax: () - |
| Email address: | |
| Company Address: | |
| Is bidder SOMWBA certified? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applied for certification <input type="checkbox"/> | |

Affirmative Market Program Partner (not bidder)

| | |
|---------------------|------------------------|
| M/WBE Contact Name: | |
| M/WBE Company Name: | M/WBE Company Address: |
| M/WBE Telephone: | M/WBE Email: |

AMP Partner's SOMWBA Certification Status. Please Check Only One Per Form:

MBE ☐ WBE ☐ M/WBE ☐ M/W Non Profit ☐ Applied for certification ☐

Certification Expiration Date (copy of certification letter must be attached): _____

Check type of business relationship here that applies to AMP Partner and complete appropriate section below (1-5):

- ☐ 1. Subcontract: include a copy of the written agreement between the Bidder and Subcontractor.
- ☐ 2. Growth & Development: enclose plan for education, training, mentoring, resource sharing, other initiatives.
- ☐ 3. Ancillary: submit verbal or written expenditure commitments.
- ☐ 4. Past Performance: credit for past expenditures with certified M/WBEs (for previous 2 years).
- ☐ 5. Additional Creative Initiatives: further use of at least one certified MBE and one WBE AMP Partner.

1. Please complete this section ONLY if the business relationship is Subcontract (as defined within the scope of the RFR):

Note: All Subcontracting Partnerships **require** a written agreement between bidder & M/WBE that includes a description of all commodities or services to be acquired from subcontractor and to be presented as part of the AMP Plan submission. It is required that bidders commit a specific dollar amount or a minimum percentage of dollars earned through an awarded contract.

| |
|---|
| Committed Expenditures or Percentage of gross revenues from the contract in Year 1: |
| Committed Expenditures or Percentage of gross revenues from the contract in Year 2: |
| Committed Expenditures or Percentage of gross revenues from the contract in Year 3: |
| Total Committed Expenditures or Percentage of gross revenues from the contract for all years of the Contract: : |

2. Please complete this section ONLY if the business relationship is Growth & Development:

Note: Bidders should provide a narrative here that describes your approach in building the capacity of the M/WBE, including deliverables or measurable outcomes and anticipated dates of completion which can be validated during the contract. (Attach additional pages as necessary):

| |
|---|
| Committed Total Expenditures or Percentage of gross revenues from the contract for each year of the contract: |
| |

3. Please complete this section ONLY if the business relationship is Ancillary:

Note: Bidders should provide a description of commodities or services Ancillary AMP Partner will provide (continue on additional pages as necessary):

| |
|---|
| Committed Expenditures or Percentage of gross revenues from the contract in Year 1: |
| Committed Expenditures or Percentage of gross revenues from the contract in Year 2: |
| Committed Expenditures or Percentage of gross revenues from the contract in Year 3: |
| Total Committed Expenditures or Percentage of gross revenues from the contract for all years of the Contract: |
| Description of commodities and/or services to be provided by Ancillary Partner: |

4. Please complete this section for consideration ONLY relating to Past Performance (or historical spending with certified M/WBEs within the last 2 years):

| | |
|---|--------------------|
| List Name (s) of Certified M/WBE Vendor (s): | |
| Circle Certification Status of Vendor (s): MBE WBE M/WBE MNPO WNPO | |
| Description of all expenditures for commodities or services (attach additional pages as necessary): | |
| Reporting Year: | Total Expenditure: |
| Reporting Year: | Total Expenditure: |

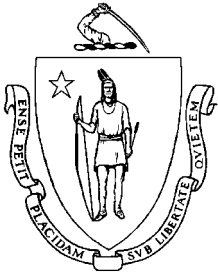
5. Please complete this section for consideration ONLY relating to any Other Creative Initiatives:

Please provide a description here of any current creative approaches to partnering with certified businesses that further supports the AMP Plan (attach additional pages as necessary):

| |
|--|
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| |

Certification: I hereby certify under the pains and penalties of perjury that the information provided is correct, to the best of my knowledge:

| | | | |
|---|-------------------|---------------|----------------------------|
| Signature of Authorized Signatory of Bidder: | Date: | | |
| | / / | | |
| Print Name: | | | |
| | | | |
| Title: | | | |
| | | | |
| Business Name: | Business Address: | | |
| | | | |
| Total Committed Expenditures or Percentage of gross revenues from the contract for each Year of the Contract (summary of sections 1-3 above). | | | |
| <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Total for all Years</u> |



COMMONWEALTH OF MASSACHUSETTS Prompt Payment Discount Form

Prompt Payment Discounts (PPD). All contractors entering into business with the Commonwealth must agree to provide a Prompt Payment Discount (PPD) for receiving early and/or on-time payments unless the bidder can provide compelling proof that it would be unduly burdensome. Contractors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. Contractors who also participate in the

Electronic Funds Transfer initiative will maximize their benefit by ensuring that funds are paid directly to their designated accounts, thus eliminating the impact of check clearance policies and traditional mail lead time or delays. Payments that are processed electronically can be tracked and verified through the Comptroller's Vendor Web system. The Commonwealth benefits because contractors reduce the cost of products and services through the applied discount. Bidders must submit agreeable terms for Prompt Payment Discount offerings using this PPD form with their proposal, unless otherwise specified by the PMT. All Prompt Payment Discounts must be based on a 10, 15, 20 and/or 30 day turn around time for payments. While bidders have flexibility in determining the actual % discount(s) offered to the Commonwealth, a bidder must base that discount using only 10, 15, 20 and/or 30 days and by inputting that discount below into the appropriate row(s) under the column entitled "% Discount Off Proposed Price" beside the appropriate turn around time(s) also listed below. The Procurement Management Team (PMT) will review, negotiate or reject the offering as deemed in the best interest of the Commonwealth. The requirement to offer PPD discounts may be waived by the PMT on a case-by-case basis if participation in the program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be attached to this PPD form.

| | |
|--|--------------------------------------|
| Bidder Name: | |
| All discounts offered will be taken in cases where the payment date is within the specified number of days listed below and in accordance with the Commonwealth's Bill Paying Policy, which may be found on the Comptroller's website. The turn-around-time for payments will be measured from a) date services were rendered, goods received or b) receipt of a valid invoice, whichever is later. If internal systems require an alternate method of measuring payment turn-around times, the Bidder must note the issues below or on an attached page if necessary to be considered by the PMT. In cases where the Bidder considers that offering a Prompt/Early Payment discount would be a hardship, the Bidder must clearly define the issues and reasons for said hardship. | |
| As an example of how to complete this form, if a Bidder is proposing that payments made within 10 days of invoice will receive a 5% discount off the contract price; payments made within 15 days of invoice will receive a 3% discount off the contract price; payments made within 20 days of invoice will receive a 2% discount off the contract price; and payments made within 30 days of invoice will receive a 1% discount off the contract price, then the bidder would insert under the "% Discount Off Proposed Price" column the prompt payment discount percentages proposed that correspond to the appropriate 10, 15, 20 and/or 30 day turn around time under the "Turn-around-time for Payments" column. | |
| The back of this form is intentionally left blank for the bidder to include comments, conditions or clarifications to the discounts proposed below. Bidders may also attach additional pages if necessary. | |
| % Discount Off Proposed Price | Turn-around-time for Payments |
| | 10 Days |
| | 15 Days |
| | 20 Days |
| | 30 Days |

I cannot offer a prompt pay discount because:

ADDITIONAL ENVIRONMENTALLY PREFERABLE PRODUCTS / PRACTICES

Bidder Company Name: _____ Date: _____

In line with the Commonwealth's efforts to promote products and practices which reduce our impact on the environment and human health, Bidders are encouraged provide information regarding their environmentally preferable/sustainable business practices as they relate to this contract wherever possible.

Bidders who can demonstrate such initiatives in their RFR submission (referencing, but not limited to, the items listed below) will be eligible to receive evaluation points.

In order to receive evaluation points, Bidders **must** complete this form and submit it with their RFR Response.

Bidders **must** submit appropriate documentation to support the items for which the Bidder indicated a "Yes" and present this documentation in the proper sequence of this Attachment.

1. Packaging

Has the Bidder implemented any of the following environmental initiatives? **(A checkmark indicates "Yes")**

- _____ Use of corrugated materials that exceeds the required minimum of 35% post-consumer recycled content
- _____ Use of other packaging materials that contain recycled content and are recyclable in most local programs
- _____ Promotes waste prevention and source reduction by reducing the extent of the packaging and/or offering packaging take-back services, or shipping carton return
- _____ Reduces or eliminates materials which have been bleached with chlorine or chlorine derivatives
- _____ Eliminates any packaging that may contain polyvinyl chloride (PVC), or polystyrene or heavy metals

If yes, use the box below to enter a description of the practices being followed. The box below will expand to accommodate the information being entered.

2. Business Practices / Operations / Manufacturing

Does the bidder engage in practices that serve to reduce or minimize an impact to the environment, including, but not necessarily limited to, the following items? **(A checkmark indicates "Yes")**

- _____ Recycles materials in the warehouse or other operations
- _____ Use of alternative fuel vehicles or vehicles equipped with diesel emission control devices for delivery or transportation purposes
- _____ Use of energy efficient office equipment or signage or the incorporation of green building design elements
- _____ Use of recycled paper (that meets federal specifications) in their marketing and/or resource materials
- _____ Other sustainable initiative

If yes, use the box below to enter a description of the practices being followed. The box below will expand to accommodate the information being entered.

3. Certifications

Has the bidder or any of its manufacturers and/or subcontractors obtained any of the following product / industry certifications?

(A checkmark indicates "Yes")

- _____ ISO 14000 or adopted some other equivalent environmental management system
- _____ Other industry environmental standards (where applicable), such as the CERES principles, LEED Certification, C2C Protocol, Responsible Care Codes of Practice or other similar standards
- _____ Third Party product certifications such as Green Seal, Scientific Certification Systems, Smartwood, etc.

If yes, bidders must submit copies of the certificates obtained.

4. Other Environmental Criteria

Bidders are encouraged to respond to criteria specifically indicated in this RFR as "desirable environmental criteria" (and attach the appropriate documentation) to receive consideration in the evaluation.

If yes, use the box below to enter a description of the practices being followed. The box below will expand to accommodate the information being entered.

PARTICIPATION IN THE ANNUAL OSD MARKETING EVENTS (STAR AND EPP VENDOR FAIR)

OSD hosts two annual marketing and training events to educate public purchasers on the commodities and services available on statewide contracts, to highlight innovative Environmentally Preferable Products and to provide marketing and networking opportunities to the business community.

STAR (Statewide Training And Resource Exposition) takes place in the Spring (April or May) of each year and the Environmentally Preferable Products (**EPP**) **Vendor Fair and Conference** is conducted in the Fall (October or early November). Both events are well attended by public purchasers representing all Commonwealth agencies, cities and towns across the Commonwealth, independent authorities, higher education and eligible not for profit human and social service organizations.

The **one-day STAR** event is held in Boston at the Bayside Expo Center and the exhibitors are limited to only statewide contractors. The cost to exhibit is approximately \$1,000. OSD believes that the STAR event is important for two reasons: first, it provides public purchasers with an opportunity to meet over 300 statewide contractors at one event and receive important information on new products, services and technology. For a statewide contractor, it provides an opportunity to meet and renew business relationships with existing customers and to market their business to approximately 2,000 attendees, many of whom represent potential new customers.

The **one-day EPP Vendor Fair and Conference** event is held in Worcester at the DCU Center (formerly the Centrum Centre). The target audience is the same as STAR but with a focus on EPPs (e.g. products made with recycled content, or those able to save energy, conserve water or other resources, reduce waste, etc.). The exhibitors are both statewide contractors and businesses that offer EPPs and would like to be doing more business with the state. The estimated cost to exhibit is \$600. The key benefits include the opportunity for EPP vendors to showcase their companies to over 1000 attendees from this huge buying group, and make contacts with a host of facility and environmental managers. The event also offers unique incentives to attract new customers and works with exhibitors after the show to stay in contact with those potential clients.

Both these events continue to evolve to meet the needs of the exhibitors and attendees and commitments made to attend one or both events are made for the duration of the contract. OSD believes that these events have significant marketing value and are extremely cost effective. Please indicate whether, if awarded a statewide contract, your company will commit to exhibiting at the annual STAR event and/or the EPP event:

- ☐ Yes, I will commit to exhibit at the annual STAR event
- ☐ Yes, I will commit to exhibit at the annual EPP event
- ☐ No, I cannot commit to either at this time